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NATIONAL PHOTOGRAPHIC INTERPRETATION CENTER

23 September 1982

MEMORANDUM FOR: Director, Office of Training and Education

THROUGH : Chief, Training Division, SG/NPIC

FROM :
Chief, Training Support Branch, TD/SG/NPIC

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SUBJECT : Writing Course

1. NPIC requests the concurrence of the Director, OTE, to contract for a writing course to be taught beginning in January 1983.

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2. DOING IT THE WRITE WAY helps people who have to communicate through writing. The individualized structure of the course allows participants to identify their own problems and work to overcome them, at the same time they use their strong points to help fellow participants.

3. The course is tailor-made for each agency and each student in the following fashion:

- a. Before the start of the course, the instructor meets with participants to determine where the problems, needs, and strengths of each lie. Then the instructor designs a program to meet the needs both of the group and of the individual participants.
- b. A variety of teaching techniques and materials is used, to help students where they most need it in the following areas:
 - (1) Choosing the style and tone that best fit the message, the writer, and the audience.
 - (2) Organizing: clauses in a sentence, sentences in a paragraph, paragraphs in longer discourse.
 - (3) Recognizing and avoiding redundancies and bureaucratic jargon.
 - (4) Choosing the appropriate words.
 - (5) Using correct grammar, punctuation, and sentence structure.

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4. Through the guidance of a skilled writer and instructor of writing, students practice writing and analyze the writing of others, constantly refining their ability to put ideas on paper.

5. The components of NPIC have identified a need to train upwards of 50 professional employees in writing skills. Many of these are senior managers and analysts who have completed the traditional OTE courses of Effective Written English and/or Writing for CIA, both of which remain the basic writing courses for NPIC personnel.

6. Doing It The Write Way would be taught in-house, 2 1/2 hours per session, one session per week for eight weeks. It is anticipated that the instructor will be cleared by CIA to the extent that the students will be able to use papers they have created as part of their daily functions.

7. The class size will be 16 students. Cost is \$255.00 per student to include: course design, class instruction, texts, and instructional materials. There is a discount if more than one course is contracted for at the same time. NPIC would like to run two pilot runnings simultaneously thus taking advantage of the 10% discount rate of \$229.50 per student.

8. Should the two pilot runnings meet the needs of NPIC, concurrence to extend the contract to cover four additional runnings in FY 1983 is requested.

9. The contractor for this course is [redacted] Washington, D.C. [redacted] will be the instructor. Mrs. [redacted] is the instructor employed by NPIC to conduct the highly successful Up With English program.

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CONCUR:

[redacted]

Director, OTE

5 OCT 1982

Date

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